



Social Services Department			
Post Title	Social Worker - Placement Team		
Post Number	BG03523	Grade	8 - £33,782 - £37,890
Base	Agile Worker / Family Resource Centre	Hours	37
Car User Allowance	Approved casual	Disclosure	Enhanced
Contact	Danielle Smith 01495 356037	Updated	May 2019
Politically restricted	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>		
* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.			

Principal Job Purpose

Responsible to: Team Manager Placement Team

Responsible for:

- You will be responsible for the assessment, supervision and support to Blaenau-Gwent foster carers approved by Blaenau-Gwent fostering panel.
- You will complete Form F assessments with regard to new applicants who wish to be foster carers and present the assessment at the fostering panel.
- You will ensure that those carers, for whom you have responsibility, are afforded regular supervision and that their training needs are met. You will be responsible for the carers annual review and for advising on their suitability to care for specific children at matching meetings.
- You will support carers to attend meetings such as looked after children reviews and child protection case conferences where necessary and will develop carers skills to manage children’s behaviour in a positive manner.
- You will undertake connected persons assessments as part of care proceedings and present the completed assessment to the Family Court and, where appropriate, to the Blaenau-Gwent fostering panel.

- You will be responsible for supporting the development and maintenance of recruitment strategies for the recruitment of foster carers.

Principal Accountabilities

1. To comply with the relevant sections of the authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To complete on time assessments of foster carers and connected persons and to present these assessments to the fostering panel and family court.
4. To supervise and support foster carers and connected persons and to ensure that their training needs are met.
5. To maintain existing recruitment strategies and develop and innovate new strategies in order to recruit foster carers and supported lodgings providers
6. To ensure that your responsibilities to the service comply with The Fostering Services (Wales) Regulations and the National Minimum Standards for Fostering Services 2003. On the introduction of this Act, to be compliant with The Local Authorities Fostering Services (Wales) Regulations 2018.
7. To serve as the social worker member of the fostering panel where required.
8. To deliver training to applicants, foster carers, social workers and others commensurate with your level of skills and ability.
9. To gather and analyse data on recruitment and analyse this data in order to improve the efficacy of recruitment methods.
10. To engage with other local authorities in order to share best practice in the area of recruitment of foster carers.
11. To attend team meetings and undertake activities in support of the team
12. To be available at home to operate the team advice line on designated hour during the evenings and weekends. (6-9pm evenings and 10-12 weekends)

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
CQSW; Diploma in Social Work or equivalent.	Essential	✓			
Registered as a Social Worker by Social Care Wales	Essential	✓			
C-PEL Advanced Practitioner award	Desirable	✓			
Other experience					
Substantial post qualifying childcare experience within a statutory children's services team.	Desirable	✓			
Experience of undertaking assessments writing complex reports for a variety of audiences	Essential		✓		
Working in partnership with children, their families and other agencies.	Essential	✓			
Experience of mentoring / supervising others (students / volunteers / staff)	Desirable	✓			
Ability to prioritise work, making decisions on competing demands and taking responsibility for them.	Essential		✓		
Experience of assessment of need and assessment of risk.	Essential		✓		
Experience of monitoring and evaluating service delivery.	Essential		✓		
Experience of work in a fostering / placement team	Desirable	✓			
Experience of recruitment of foster carers / staff / volunteers	Desirable		✓		
Knowledge/Skills					
Knowledge of current legislation guidance regulations and standards	Essential		✓		

in relation to operational social work in children's services	Essential		✓		
Knowledge of current legislation guidance regulations and standards in relation to fostering	Essential		✓		
Knowledge and understanding of current research in attachment and early childhood development.	Essential		✓		
An understanding of child protection procedures	Essential		✓		
Excellent skills in writing reports for a number of purposes	Essential	✓	✓		
Ability to meet deadlines and prioritise work	Essential	✓			
Ability to work independently and to maintain a flexible approach to working patterns	Essential		✓		
I.T Literate	Essential	✓			
Negotiating skills in working with foster carers, supported lodgings providers and connected persons applicants.	Essential		✓		
Training and presentation skills.					

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Driving Licence and access to a car	Essential	✓			

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results		✓		✓
	Understands that changes are needed if things are to be improved				✓

	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image		✓		✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and				✓

	actively seeks their contributions				
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others		✓		✓
	Communicates professionally by using formal channels appropriate to the situation				✓